
I Want to File a Tax Return or Wage Report

- *Employer of Household Worker(s) Quarterly Report of Wages and Withholding* (DE 3BHW)
- *Employer of Household Worker(s) Annual Payroll Tax Return* (DE 3HW)
- *Quarterly Contribution Return (for Voluntary Plan Employers)* (DE 3D)
- *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C)
- *Quarterly Contribution Return for School Employers* (DE 9423)

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. Here is a list of tax returns and wage reports you can file using e-Services for Business.

This tutorial will show you how to file a *Quarterly Contribution Return and Report of Wages* (DE 9) and a *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) for an employment tax account and can be used as a guide when filing other tax returns and wage reports in e-Services for Business.

e-Services for Business X

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Menu Main Log Out

L Logon **S** Settings **A** Alerts **I** I Want To **S** Show All

Userid1234
Jane Doe
jdoe@xxxx.com
+1 9165551212
Last logged on 06-Jun-2017

✓ There are no alerts

Register a New Account (DE 1)
Add Access to Another Account
Upload a Bulk Payment File
Upload a Return File
Make Multiple Payments
Manage Payment Sources

A Accounts **B** Business **S** Select "Employment Tax"

A Accounts **C** Card View **F** Filter

Account	Account ID	Name	Balance
Employment Tax	xxx-xxxx-x	SMALL BUSINESS	\$100.00

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Slide notes

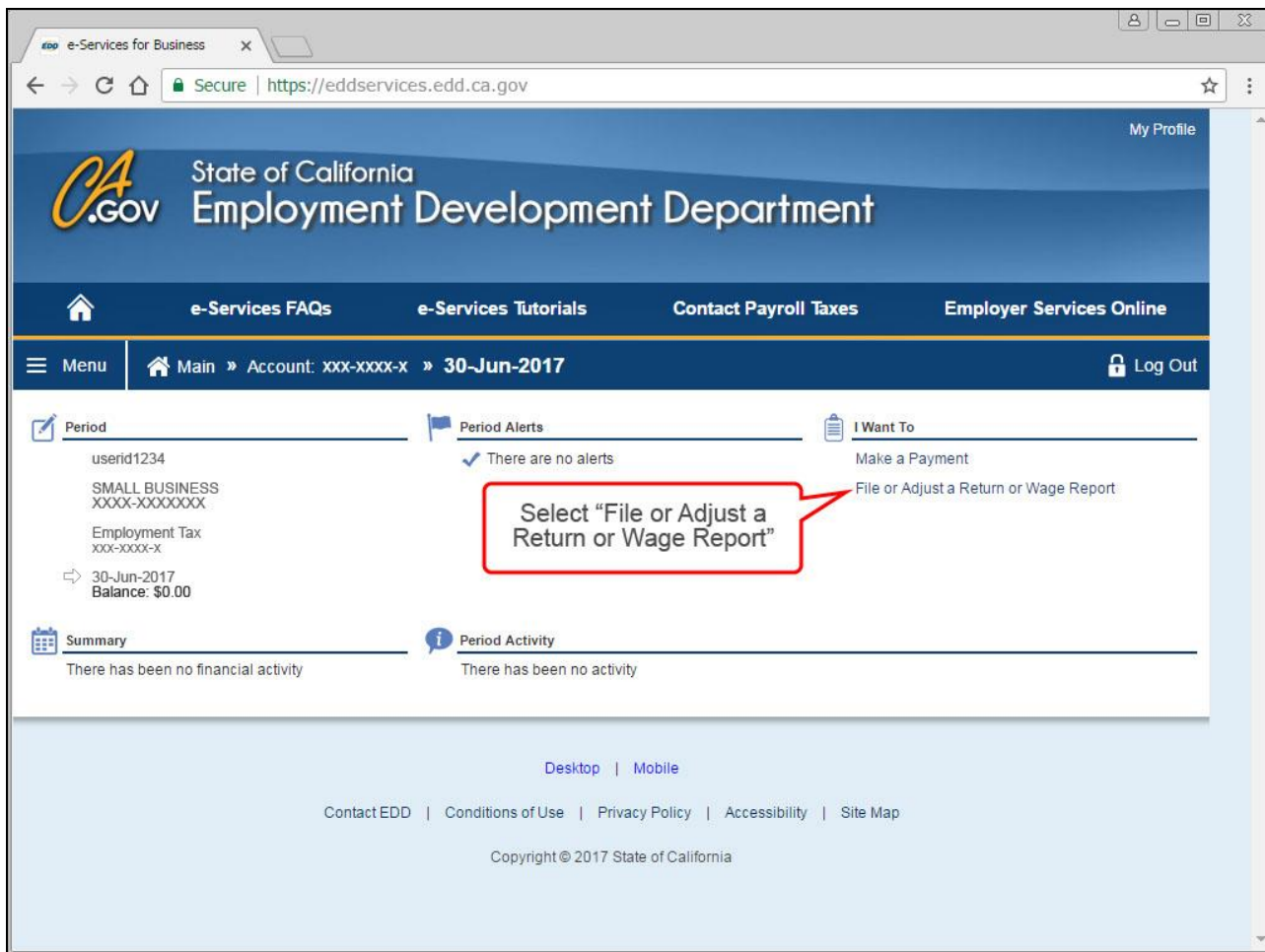
This is the e-Services for Business home page. Select the "Employment Tax" link for the account for which you would like to file a tax return.

The screenshot shows the EDD e-Services for Business account page. The header includes the CA.gov logo and the State of California Employment Development Department. The account is for Userid1234, a Small Business, with a balance of \$100.00. The 'Recent Periods' table lists several periods, with '30-Jun-2017' highlighted and selected. A red box and callout indicate the selection of this period.

Period	Balance	Return Status	Message
30-Jun-2017			
31-Mar-2017			Make Payment
31-Dec-2016			Make Payment
30-Sep-2016	\$0.00	Multiple Returns	

Slide notes

This is the “Account” home page. Select the period for which you would like to file a tax return or wage report. For this example, we selected “30-Jun-2017.”



Slide notes

This page displays all alerts and activity for the period we just selected. Select “File or Adjust a Return or Wage Report” from the “I Want To” menu.

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Menu Main » Account: XXX-XXXX-X » 30-Jun-2017 » Return List Log Out

Return List Filter

Received Date	Due Date		Status
31-Jul-2017	File Now	Tax Return	Outstanding
31-Jul-2017	File Now	Wage Report	Outstanding

2 Rows

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javascript;

Slide notes

Select "File Now" next to "Tax Return"

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page header includes the CA.gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The breadcrumb trail shows the path: "Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » Tax Return". The main content area displays the title "Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x" and the question "Do you have payroll to report?". Below the question are two radio buttons labeled "Yes" and "No". A red rectangular box is drawn around these two buttons. A yellow tooltip with the text "Please select an option." is positioned over the "No" button. At the bottom of the form, there are "Save" and "Cancel" buttons on the left, and "Previous" and "Next" buttons on the right. The footer contains links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", along with the copyright notice "Copyright © 2017 State of California".

Slide notes

Answer "Yes" or "No" to the question, "Do you have payroll to report?" For this demonstration, we are going to select "Yes."

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Tax Return** Log Out

1. Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x

Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x

Do you have payroll to report?

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Select "Next" to continue.

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Menu
Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » Tax Return
Log Out

1. Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x
2. Wage Information: 30-Jun-2017 Tax Return for xxx-xxxx-x

Wage Information: 30-Jun-2017 Tax Return for xxx-xxxx-x

[Instructions](#)

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 1.70	x	UI Wages <input type="text" value="0.00"/>	=	UI Contributions \$0.00
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.10	x	ETT Wages \$0.00	=	ETT Contribution \$0.00
State Disability Insurance (SDI) Total employee wages up to \$110902 per employee per calendar year.	SDI % 0.90	x	SDI Wages <input type="text" value="0.00"/>	=	SDI Contribution <input type="text" value="0.00"/>
Personal Income Tax (PIT) Withheld			<input type="text" value="0.00"/>		
Subtotal (Sum of UI, ETT, SDI and PIT)					\$0.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty & Interest payments.</small>			<input type="text" value="0.00"/>		
Total Taxes Due or Overpaid					\$0.00

Save
Cancel
Previous
Next

Desktop | Mobile

Slide notes

Select the “Instructions” link for assistance, if needed.

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » Tax Return Log Out

1. Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Tax Return for xxx-xxxx-x

Wage Information: 30-Jun-2017 Tax Return for xxx-xxxx-x

[Instructions](#)

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 1.70	x	UI Wages <input type="text" value="1,000.00"/>	=	UI Contributions \$17.00
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.10	x	ETT Wages \$1,000.00	=	ETT Contribution \$1.00
State Disability Insurance (SDI) Total employee wages up to \$110902 per employee per calendar year.	SDI % 0.90	x	SDI Wages <input type="text" value="1,000.00"/>	=	SDI Contribution <input type="text" value="9.00"/>
Personal Income Tax (PIT) Withheld					<input type="text" value="0.00"/>
Subtotal (Sum of UI, ETT, SDI and PIT)					\$27.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty & Interest payments.</small>					<input type="text" value="0.00"/>
Total Taxes Due or Overpaid					\$27.00

Save Cancel

< Previous Next >

Desktop | Mobile

Slide notes

When the information is completed, select "Next."

The screenshot displays the EDD e-Services for Business portal. The browser address bar shows <https://eddservices.edd.ca.gov>. The page header includes the CA.gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The breadcrumb trail indicates the current path: "Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » Tax Return". The "Log Out" button is visible in the top right corner. The main content area shows three steps: "1. Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x", "2. Wage Information: 30-Jun-2017 Tax Return for xxx-xxxx-x", and "3. Declaration". The "Declaration" step is active. A red box highlights the declaration form fields, which include a statement "I declare that the information herein is true and correct to the best of my knowledge." and input fields for "First Name" (Test), "Last Name" (Me), "Title" (Agent), "Phone Number" (1-(916) 565-6565), and "Email" (test@gmail.com). A red callout points to the "Submit" button. The footer contains links for "Desktop" and "Mobile", and a copyright notice for 2017 State of California.

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » Tax Return Log Out

1. Payroll Information: 30-Jun-2017 Tax Return for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Tax Return for xxx-xxxx-x 3. Declaration

Declaration

I declare that the information herein is true and correct to the best of my knowledge.

First Name Test

Last Name Me

Title Agent

Phone Number 1-(916) 565-6565

Email test@gmail.com

Select "Submit"

Save Cancel Previous Submit

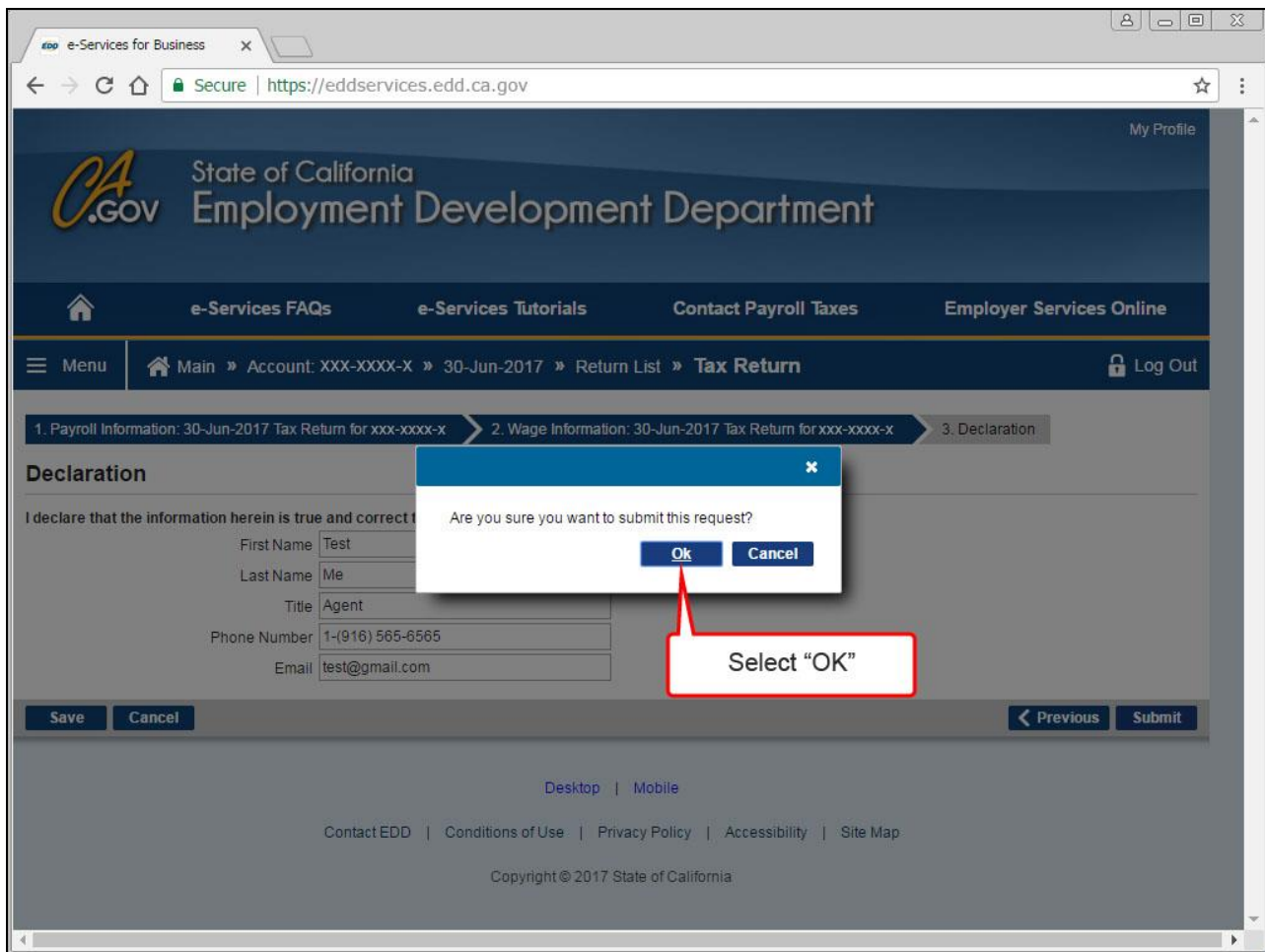
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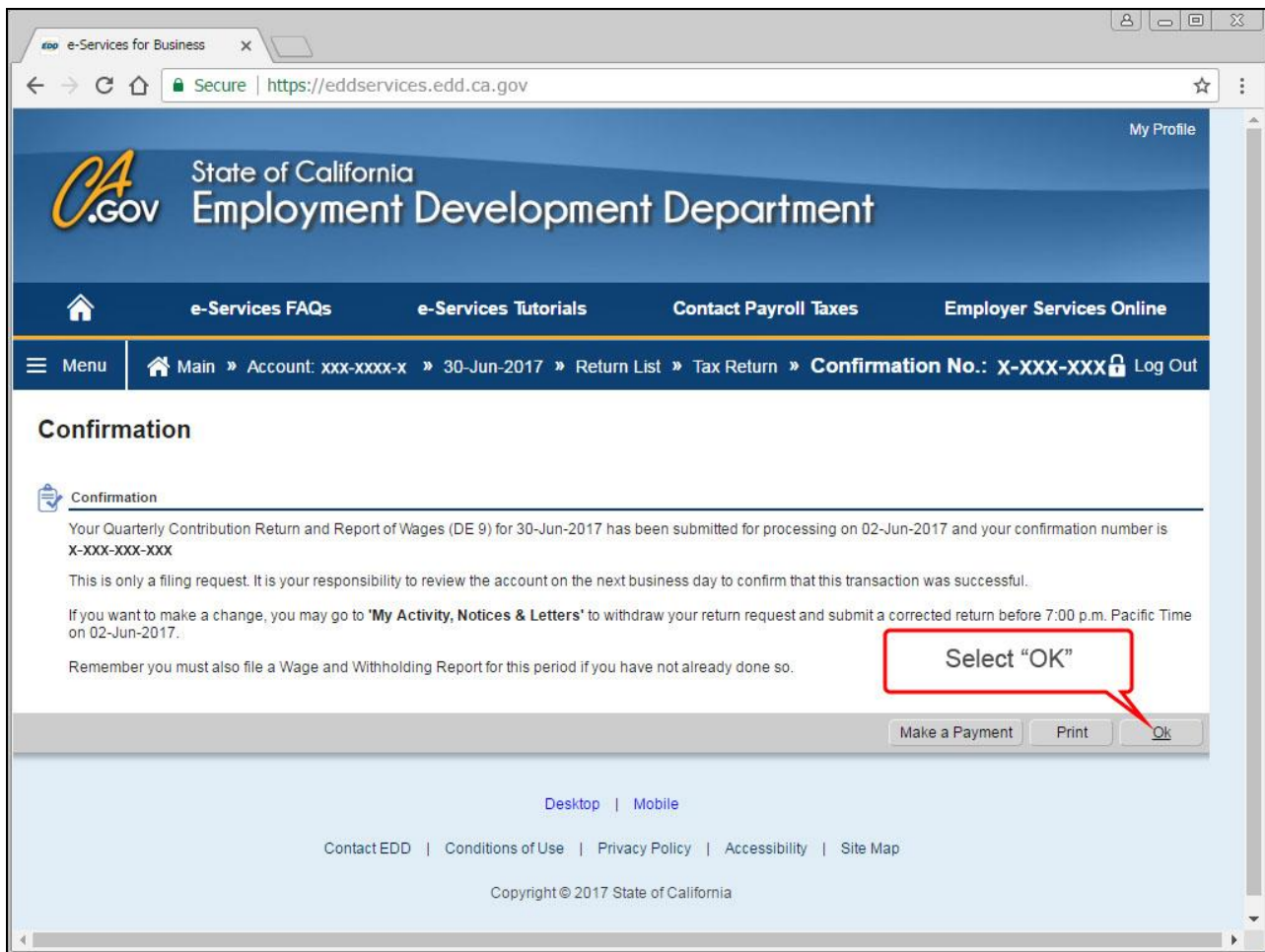
Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



Slide notes

Are you sure you want to submit this request? Select "OK" to continue.



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records and then select "OK" to continue.

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Menu Main » Account: XXX-XXXX-X » 30-Jun-2017 » Return List Log Out

Return List Filter

Received Date	Due Date			Status
	31-Jul-2017	File Now	Wage Report	Outstanding
		File Now	Tax Return	
02-Jun-2017	31-Jul-2017	View Request	Tax Return	Pending...

3 Rows

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Slide notes

Select “File Now.”

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Wage Report** Log Out

1. Payroll Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Payroll Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Do you have payroll to report? ☐ Yes ☐ No Please select an option
Please select an option

Save Cancel Previous Next

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Select an option, indicate if you have payroll to report or if you do not have payroll to report. For this example, we select "Yes."

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Wage Report** Log Out

1. Payroll Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Payroll Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Do you have payroll to report?

Select "Next"

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Slide notes

Select "Next" to continue.

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Wage Report** Log Out

1. Payroll Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x


[I want to import a wage file](#)
(CSV Instructions)

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

[Instructions](#)

Wage Detail [Filter](#)

Show Errors 1 - 1 of 1

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
					0.00	0.00	0.00	S
			Required					

[Complete Wage Information](#)

[Clear All Wages](#)

Save Cancel [Previous](#) [Next](#)

Slide notes

Select the “Instructions” link for assistance, if needed. Complete wage information for each employee.

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Wage Report** Log Out

1. Payroll Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x


[I want to import a wage file](#)
(CSV Instructions)

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

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Wage Detail [Filter](#)

Show Errors 1 - 1 of 1

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
	999-99-9999	JOHN		DOE	1,000.00	1,000.00	0.00	S

[Clear All Wages](#)

[Save](#) [Cancel](#) [Previous](#) [Next](#)

Select "Next"

Slide notes

Select "Next" to continue.

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » Wage Report Log Out

Wage Report for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 3. Employee Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Employee Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

Number of Employees in 1st Month

Number of Employees in 2nd Month

Number of Employees in 3rd Month

Wage Detail Totals

Total Subject Wages:	\$1,000.00
Total PIT Wages:	\$1,000.00
Total PIT Withheld:	\$0.00
Wage Item Count:	1

Voluntary DI Wages? ☒ Yes ☐ No Please select an option

Please select an option

Save Cancel Previous Next

Slide notes

Enter the number of employees that worked each month of the quarter. The "Wage Detail Totals" are populated from the wage report that we just entered. Select an option, indicate if the wages are voluntary DI or not. For this example, we select "No."

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Menu Main » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Wage Report** Log Out

Wage Report for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 3. Employee Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Employee Information: 30-Jun-2017 Wage Report for xxx-xxxx-x

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

Number of Employees in 1st Month

Number of Employees in 2nd Month

Number of Employees in 3rd Month

Wage Detail Totals

Total Subject Wages:	\$1,000.00
Total PIT Wages:	\$1,000.00
Total PIT Withheld:	\$0.00
Wage Item Count:	1

Voluntary DI Wages?

Select "Next"

Slide notes

Select "Next" to continue

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Menu [Main](#) » Account: xxx-xxxx-x » 30-Jun-2017 » Return List » **Wage Report** [Log Out](#)

1. Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 2. Wage Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 3. Employee Information: 30-Jun-2017 Wage Report for xxx-xxxx-x 4. Declaration

Declaration

I declare that the information herein is true and correct to the best of my knowledge.

First Name	Test
Last Name	Me
Title	Agent
Phone Number	1-916-565-6565
Email	test@gmail.com

[Save](#) [Cancel](#) [Previous](#) [Submit](#)

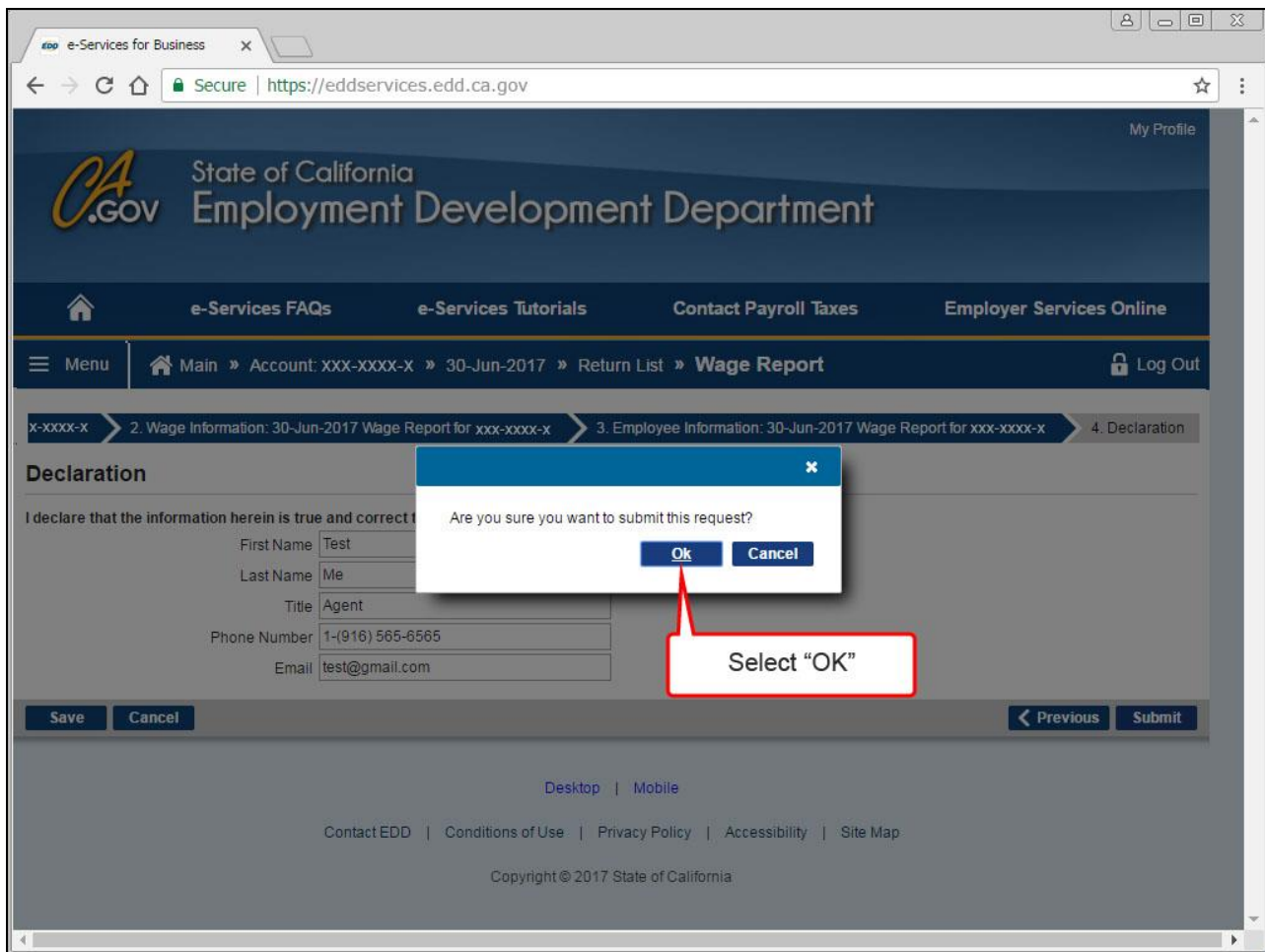
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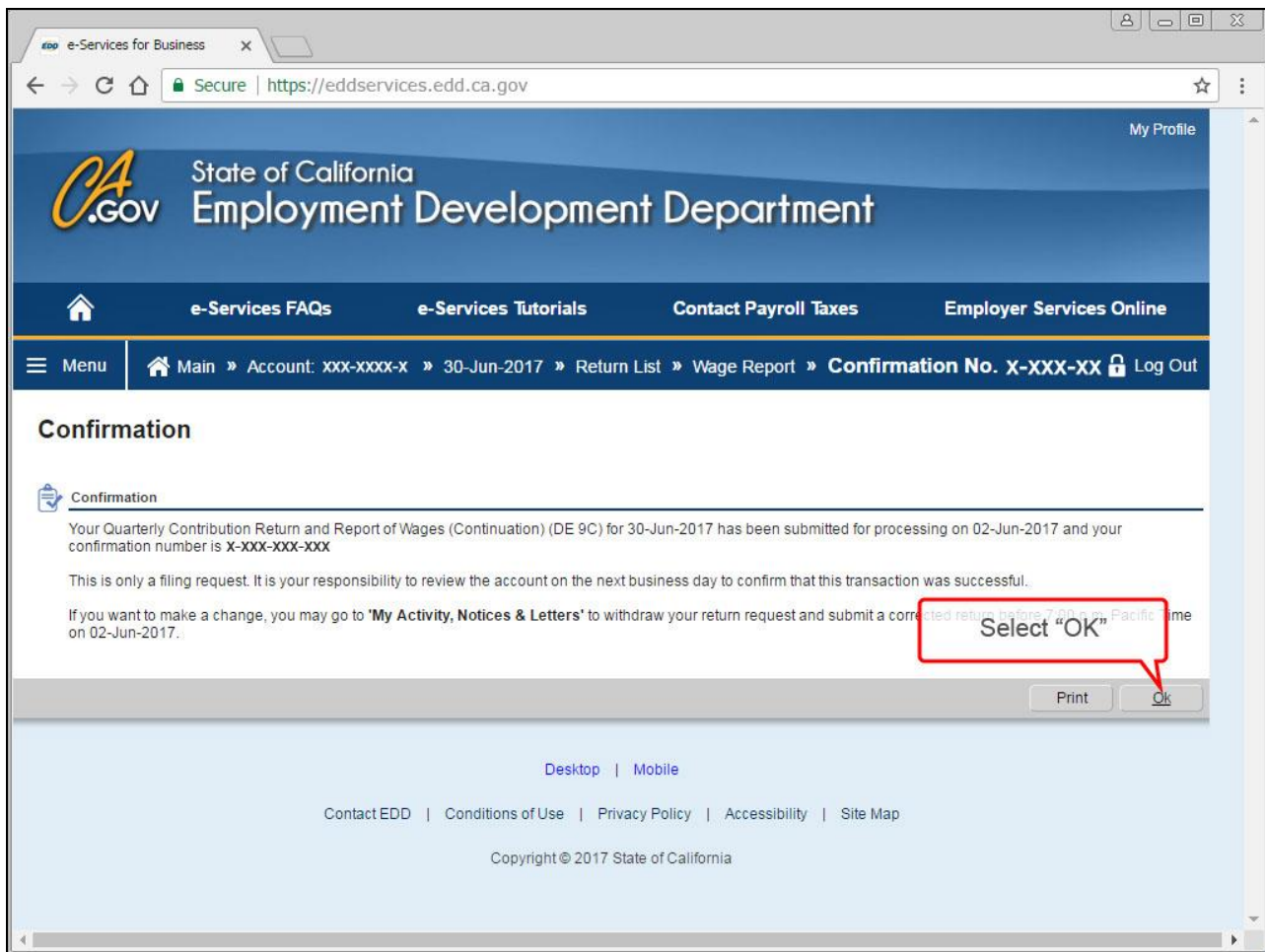
Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



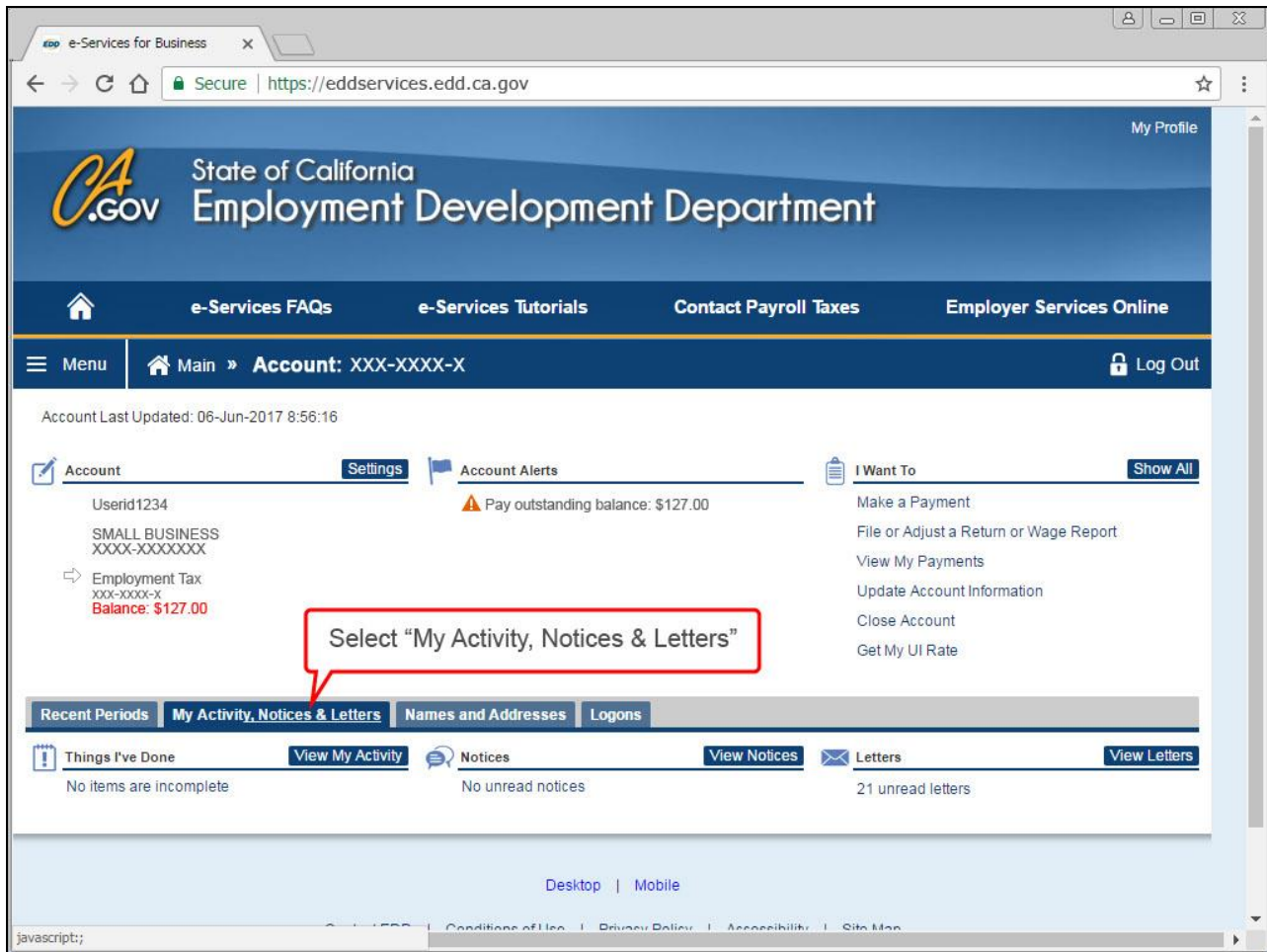
Slide notes

Are you sure you want to submit this request? Select "OK" to continue.



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records and then select "OK" to continue.



Slide notes

Select "My Activity, Notices & Letters."

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Menu Main » Account XXX-XXXX-X » Requests Log Out

Not Submitted⁰ Submitted² Processed Deleted

Processed

Filter

Confirmation #	Submitted	Status	Period	Logon	Title
x-xxx-xxx-xxx	02-Jun-2017	Pending...	30-Jun-2017		Wage Report
x-xxx-xxx-xxx	02-Jun-2017	Pending...	30-Jun-2017		Tax Return

2 Rows

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Here we can see that the tax return and wage report are now pending.



Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to file a tax return and wage report on e-Services for Business. Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.